

Safeguarding Policy

2025 - 2028

(Rev. 17th October 2025)

SCOPE AND APPLICATION

Coleg Sir Gar & Coleg Ceredigion (hereafter The College) recognises the contribution it makes to Safeguarding.

The College is fully committed to adhering to the Wales Safeguarding Procedures that have been endorsed by the Regional Safeguarding Boards and Section 175 of the Education Act 2002, which requires the College Governing Body to exercise their function for safeguarding and promoting the welfare of learners by creating and maintaining a safe learning environment.

The College's Safeguarding Policy recognises the College's statutory duty to operate in a way that safeguards its learning community and ensures that within the College setting and in related activities, safeguarding is recognised as 'everyone's business' and a core mandatory responsibility.

In working towards this aim, the College is committed to working with relevant agencies to take all reasonably practical steps to ensure that the legal and pastoral duties to learners and staff in respect of safeguarding are discharged in accordance with current legislation and best practice.

All Welsh colleges have a statutory duty to operate in a way that takes into account the need to safeguard and promote the well-being of children, young people and adults at risk. The duties placed upon the College are set out in the common law duty of care and the duty to report and the duty arising from the contract of employment.

The College will comply with this statutory duty by ensuring that all reasonable measures are taken to minimise risks of harm to learners' well-being and that appropriate actions are taken to address concerns about the well-being of our learners, working to agreed policies and procedures in full partnership with other local agencies.

This Policy was prepared in December 2020; updated in 2025, and applies to all learners, staff and volunteers in the College and members of the Governing Body. It is acknowledged that all can be the first point of disclosure or notification of a safeguarding concern.



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1. INTRODUCTION

- 1.1 Coleg Sir Gar & Coleg Ceredigion fully recognises the important role it plays in safeguarding the whole college community. There are four main elements to our Safeguarding Policy:
- Prevention through the culture, teaching, training and pastoral support offered to college learners and staff;
 - Procedures for identifying and reporting cases, or suspected cases, of abuse (since the nature of the roles of college staff mean they are well placed to observe the outward signs of abuse);
 - Support to learners and staff who may have been abused; and
 - Safe recruitment of staff and volunteers.

The College's safeguarding policy applies to all staff and volunteers working at the College.

2. ROLES AND RESPONSIBILITIES

- 2.1 The staff roles and responsibilities associated with this Safeguarding Policy are identified below:

Coleg Sir Gar & Coleg Ceredigion - Designated Safeguarding Lead

Tom Snelgrove - Director of Learner Experience

tom.snelgrove@colegsirgar.ac.uk

07388 387881

Designated Senior Person (DSP) responsible for Safeguarding as defined by the [Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022](#)

Coleg Sir Gar - Designated Deputy Safeguarding Lead

Jamie Davies - Head of Learner Support and Wellbeing

jamie.davies@colegsirgar.ac.uk

07557 316165

Acts in the absence of the DSP - this would also include participation in the College's Safeguarding Panel who will provide out of hours cover in the absence of the DSP.

Coleg Sir Gar - Safeguarding Officers

Kelli Cawfield - Graig Campus - Wellbeing Coordinator

kelli.cawfield@colegsirgar.ac.uk

07771 337726

Elaine James - Wellbeing Coordinator (Ammanford, Gelli Aur, Pibwrlwyd and Jobs Well)

elaine.james@colegsirgar.ac.uk

07827 449457

Sharon Williams - Graig Campus - Wellbeing Mentor

sharon.williams@colegsirgar.ac.uk

07557 316097

Jess Shaw - Pibwrlwyd Campus - Wellbeing Mentor

jessica.shaw@colegsirgar.ac.uk

07881 231179

Alison Davies - Ammanford Campus - Entry Level

alison.davies@colegsirgar.ac.uk

07443 352815

Michelle Davies - Training Advisor

michelle.davies@colegsirgar.ac.uk

07500 188529

Ashleigh King - Training Advisor

ashleigh.king@colegsirgar.ac.uk

07798 655004

Coleg Ceredigion - Safeguarding Officers

Charlie Roberts - Cardigan Campus - Wellbeing Coordinator

charlie.roberts@ceredigion.ac.uk

01239 612032 (ext. 421) / 07557 896760

Sian Richards - Aberystwyth Campus - Wellbeing Mentor

sian.richards@ceredigion.ac.uk

07585 887211

Designated Safeguarding Governor

Mike Theodoulou (details on request)

To be the Responsible Governor for Safeguarding as defined by the Keeping Learners Safe; guidance 283/2022 Date of Issue: March 2022

College Additional Learning Needs (ALN) Coordinator

Julia Green - Assistant Director Learning Support

julia.green@colegsirgar.ac.uk

07967 133141

To provide support and guidance where the learner involved has an ALN and where appropriate contact the next of kin. Responsible for the College's compliance with the Equality Duty.

Computer Services Manager

Jeremy Francis

jeremy.francis@colegsirgar.ac.uk

01554 748084

Responsible for the acceptable use of IT policy and the systems administration of the EBS on-line safeguarding package.

2.2 COLLEGE SAFEGUARDING PANEL

The panel comprises the Principal, Vice Principal Learners & Partnerships, Director of Learner Experience (DSP), Director of People and Culture, the Designated Safeguarding Governor and the Deputy Safeguarding Person.

The panel meets termly to oversee the management of safeguarding within the College setting. It is also the lead incident team for the death of a learner or other serious safeguarding matters.

3. SCOPE AND PURPOSE

3.1 The College will ensure that through this Policy all staff, via the delivery of the relevant Carmarthenshire and Ceredigion safeguarding groups and the training available via the CYSUR Mid & West Wales Regional Safeguarding Board will be:

- Alert to potential indicators of abuse or neglect;
- Aware and understand their personal responsibility;
- Know the agreed local procedures and their duty to report;
- Aware of the need to be vigilant in knowing how to support a learner or staff member who discloses abuse or neglect;
- Able to contribute as necessary to all stages of the safeguarding process
- Aware of Prevent and the responsibility placed upon them and the College under the Prevent duty; and
- Understand the role online behaviours may have in the above.

3.2 This Policy also defines the College's Safeguarding process/procedures, the role of the Designated Senior Person/Lead (DSP), the Safeguarding Governor, Information Sharing Protocols and multi-agency working. Holistic in its approach, it supports our delivery of best practice in safeguarding alongside the incorporation of 'signs of safety' as the safeguarding tool of practice.

The College will review this policy annually and is committed to following, the Wales Safeguarding Procedures and the accompanied, All Wales Practice Guides, the Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022 any new guidance received from Welsh Government or the CYSUR Mid and West Wales Regional Safeguarding Board.

In reporting concerns the College will adhere to the Mid & West Wales Regional Safeguarding Board's document 'The Right Help at the Right Time.'

3.3 The purpose of this policy is to:

- Raise the awareness of all staff for the need to safeguard learners and of their responsibilities in identifying concerns and their duty to report.
- Provide a framework to support staff in identifying concerns that a learner may be suffering or at risk of suffering harm or abuse thereby enabling them to report those concerns immediately.
- Promote and maintain a safe learning environment where learners are safe, secure and listened to, this includes in College activity and online learning and remote support.
- Promote an environment where learners and staff treat each other with mutual respect and develop positive relationships that are built on trust.
- Ensure that the Governing Body has a designated member who is responsible for safeguarding.
- Enable and support good levels of communication between staff to ensure that relevant information about learners is disseminated and shared with appropriate staff on a 'need to know' basis using the 'signs of safety' methodology.
- Ensure that the designated member of staff for safeguarding and their deputies have undertaken suitable and appropriate training and that this training is up-dated regularly and to ensure that all other staff receive refresher safeguarding training at least every two years and are updated on a termly basis of any changes in procedures or guidance via Faculty briefings.
- Provide online training for externally/internally based College staff and ensure awareness of the Blended Learning Policy and guidance.
- Develop and promote effective working relationships with partner agencies.

- Provide a systematic means of monitoring learners who are thought to be at risk of harm, or who are subject to care support and protection plans/multi-agency interventions.
- Provide structured procedures within the College that will be followed by all staff where there are concerns about a learner who is potentially deemed to be 'at risk'.
- Ensure that all adults working with learners in the College community have undergone appropriate safer recruitment vetting and checks as to their suitability to work with learners and to be engaged in regulated activity.
- Prevent unsuitable people from working with children, young people and adults at risk.
- Promote safe practice and challenge poor and unsafe practice.
- To have a robust system for risk assessment ensuring the safety of learners whilst off site on educational visits.
- Contribute to effective partnership working between all those involved in providing services for College learners and their families.
- Maintain site security in and around the College including the admittance of visitors to college sites and the compliance with emergency regulations, such as those required by the Covid 19 pandemic.
- Ensure that procedures are followed where an allegation is made against a member of staff or volunteer in accordance with local protocols and the 'Managing Allegations and Professional Concerns Against Staff Members' 2023 draft policy.
- To support the development of young people and adults in ways that will foster security, confidence, independence and their empowerment to raise concerns. This will be promoted through the curriculum, the tutorial programme, enrichment activities and the Learner Voice Strategy.
- Promote and protect learners and young people's rights and those of adults at risk and embed them within the culture of the College.

4. LEGISLATION AND PROCEDURES

- 4.1 The key aims of this Policy are stated in Safeguarding legislation, most notably: The Social Services and Well-being (Wales) Act 2014. Wales Safeguarding Procedures (2019) and their accompanied All Wales Practice Guides and Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022 and the policies and procedures of the CYSUR Mid and West Wales Regional Safeguarding Board. The Well-being of Future Generations (Wales) Act 2015 identifies the role of the College in maintaining an emphasis on prevention and early intervention, with a view to reducing the risks children and young people are exposed to and subsequent possible difficulties in later life.

Other relevant legislation includes the Equality Act 2010, The United Nations Convention on the Rights of the Child (UNCRC) and the Rights of Children and Young Persons (Wales) Measure 2011.

- 4.2 In adhering to legislative procedures, the College will:
- Ensure that there is a Designated Senior Person (DSP) for Safeguarding and Prevent, who has undertaken appropriate training;
 - Recognise the role of the DSP and ensure that this is communicated to all staff, learners, governors, parents and wider members of the College community and including work-based learners funded through the B-Wbl Consortium;
 - Appoint a designated Governor for safeguarding;

- Review safeguarding arrangements via the termly safeguarding panel meeting chaired by the Principal, or their designated deputy as necessary;
- Via the DSP, audit safeguarding processes and procedures on a regular basis, including host family and international arrangements, ensuring compliance with CIW and British Council regulations and Welsh Government Guidance for the National Minimum Standards for the Accommodation of Learners under the age 18;
- Ensure that in the absence of the DSP, there are two named deputies for safeguarding who are members of the College's Safeguarding Panel;
- The College Safeguarding webpage will be kept up to date and contain access to the Wales Safeguarding Procedures;
- Ensure that all members of the College staff and Host families are safeguarding trained and that this training is recorded appropriately. The DSP will be trained to the appropriate standard as required by the CYSUR Mid and West Wales Regional Safeguarding Board;
- Ensure that refresher training is provided every 2 years and is consistent with best practice - this can also be through on-line based training;
- Ensure that members of staff are aware of the need to be alert to the signs of abuse and know how to respond to a learner who may disclose abuse;
- Ensure that parents or carers understand the responsibility placed on the College by information disclosed to them on enrolment;
- Via the DSP, provide training for all staff so that they know their personal responsibility, agreed local procedures, the need for vigilance in identifying cases of abuse and how to support a learner who discloses abuse;
- The DSP will notify the appropriate Agencies if a learner on the protection register is excluded either for a fixed term or permanently, if there is an unexplained absence of a learner on a protection register of more than two days duration from College (or one day following a weekend). If there is an unexplained absence of a pupil with a child in need care and support plan;
- The DSP, will on behalf of the College work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance and submission of reports for Initial review and child/adult care support and protection conferences, participation in core groups, pathway plan reviews and where appropriate or deem it necessary convene a professional strategy meeting;
- The Safeguarding team will keep written records and chronologies of concerns about learners (noting the date, event and action taken);
- The Safeguarding team will ensure that all safeguarding records are processed in accordance with GDPR. Personal data collected for safeguarding purposes will be processed lawfully, fairly, and transparently, ensuring it is adequate, relevant, and limited to what is necessary. Records will be securely stored and retained only for as long as required to meet legal obligations or the safeguarding needs of learners. The College will provide training to all relevant staff on GDPR compliance and safeguarding data management. In the event of a data breach involving safeguarding records, the College will follow its Data Breach Policy and report breaches to the ICO if necessary. Data subjects will be informed of their rights, and UWTSD's Data Protection Officer will oversee compliance with GDPR;
- Ensure that recruitment and selection procedures are made in accordance with the Welsh Government Guidance Keeping Learners Safe, guidance 283/2022 Date of Issue: March 2022;
- Manage allegations against staff members in compliance with legislative guidance (Wales Safeguarding Procedures) and the "Managing Safeguarding Allegations and

Professional Concerns raised against Coleg Sir Gar and Coleg Ceredigion Staff Policy;

- The DSP will be the College's representative on any Child/Adult Practice Review Panels, be they concise or extended, Domestic Homicide Reviews or Multi Agency Professional Forums, where the College is required to be involved. They are also responsible for the completion of actions arising from published reviews. The College's compliance in this regard will be formally minuted through the Learners and Standards Committee and in the termly safeguarding reports to the Governing Board. These procedures will be in accordance with Working Together to Safeguard People: Volume 2 - Child Practice Reviews and Volume 3 Adult Practice Reviews.

5. CATEGORIES OF ABUSE

5.1 The following categories of abuse are recognised for the purposes of safeguarding:

- **Domestic Abuse and Violence:** Is abusive behaviour taking place in a relationship as a way for one person in that relationship to gain or maintain control over another. It includes physical, sexual, emotional, psychological and financial abuse.
- **Neglect:** The Social Services and Well-being (Wales) Act 2014 has defined neglect as "a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's Well-being (for example, an impairment of the person's health or, in the case of a child, an impairment of the child's development)".
- **Physical Abuse to a Child:** Means deliberately hurting a child or young person. It includes physical restraint; such as being tied to a bed, locked in a room, inflicting burns, cutting, slapping, punching, kicking, biting or choking, stabbing or shooting, withholding food or medical attention, drugging, denying sleep, inflicting pain, hitting, shaking or hitting babies fabricating or inducing illness.
- **Physical Abuse to an Adult at Risk:** This includes hitting, slapping, over or misuse of medication, undue restraint or inappropriate sanctions.
- **Sexual Abuse to an Adult at Risk:** This includes rape and sexual assault or sexual acts to which the adult has not or could not consent and/or was pressured into consenting.
- **Sexual Abuse to a Child:** Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:
 - Physical contact, including penetrative or non-penetrative acts,
 - Non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or
 - Encouraging children to behave in sexually inappropriate ways.
- **Emotional Abuse:** the ongoing emotional maltreatment of a child. This is sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are often suffering another type of abuse or neglect at the same time.
- **Financial:** Includes theft, fraud, pressure about money, misuse of money.
- **Peer on Peer Sexual Harassment:** persistent unwanted conduct of a sexual nature by a child towards another child that can occur online or offline. Sexual harassment is likely to; violate a child's dignity and/or make them feel intimidated, degrading or humiliated and/or create a hostile, offensive or sexualised environment.
- **Peer on Peer Child Abuse:** It can include bullying including online bullying and bullying because of someone's race religion sexuality disability or trans status abuse by a girlfriend, boyfriend or partner.

5.2 All College staff will be made aware through the safeguarding training, the College induction programme and through staff development regarding the indicators that give rise to the suspicion of abuse. In the event of concerns or suspicions of abuse arising, the College's Safeguarding Policy and Procedures will be enacted immediately.

5.3 The DSP will always refer to the relevant Designated Local Authority Manager responsible for Managing Allegations against Professionals, Child Care Assessment team (CCAT), Protection Vulnerable Persons Unit (PVP), Adult Protection Team (APT) and the Director of People and Culture responsible for Managing Safeguarding Allegations and Professional Concerns raised against Coleg Sir Gar and Coleg Ceredigion Staff for advice where necessary.

The Local Authority safeguarding education leads are the relevant safeguarding manager responsible where allegations and concerns are raised against professionals. Since the College works in partnership with schools from 6 local authority areas, there are links with a range of relevant professionals across south west Wales.

6. THE ROLE OF THE DESIGNATED SENIOR PERSON FOR SAFEGUARDING (DSP)

6.1 The DSP has lead responsibility for managing all safeguarding concerns. The DSP will know how to recognise and identify the signs of abuse and neglect and know when it is appropriate to make a referral to the relevant Agencies. For the College and the B-Wbl consortium, the lead is the College's Designated Senior Person for Safeguarding and Learner Well-being. A Multi-Agency Referral Form (MARF- child/adult), which is attached as Appendix 4, will be completed.

6.2 The DSP will also provide advice and support to staff, and liaise with the LOG and work with the other Agencies as necessary and provide guidance on all matters of protection, Prevent and safeguarding within the College. They will also act as the safeguarding lead for the B-Wbl Consortium. The Designated Senior Person for Safeguarding and Learner Well-being can be contacted on 07388387881.

6.3 Staff must report any concerns to the DSP or their deputies. Supervisory sessions will be held by the DSP with staff as they feel appropriate.

6.4 The College's Designated Senior Person for Safeguarding and Learner Well-being is responsible as the DSP for:

- Ensuring that there is a system for monitoring and recording concerns about learners at an early stage that is implemented across the College and adhered to by all staff.
- Taking responsibility for the College's and B-Wbl Safeguarding Policy, processes, procedures and professional development working with other Agencies and reviewing these on an annual basis.
- Deliver induction and refresher training on safeguarding matters, including other Agencies where appropriate.
- Lead on inter-agency working for the College.
- To ensure that the safeguarding panel is informed of all safeguarding issues and practices, ensuring the delivery of best practice.
- To liaise with the designated College Governor on safeguarding matters in order that they can provide assurance to the Corporation Board of compliance with procedures. In accordance with good practice, the Designated Senior Person for Safeguarding and Learner Well-being will present the annual safeguarding report together with the Designated College Governor.



- To provide staff with annual briefings about safeguarding matters and update on local procedures. This will be undertaken through faculty briefings on a termly basis as a minimum.
- Managing child protection concerns and making referrals to the appropriate agencies and panels where necessary.
- Attending and providing reports to strategy meetings, IPCs and Core Groups. To be involved in LAYP reviews, Pathway Plans and Care and Support Plan Reviews, where appropriate, initiate professional strategy and meetings with key professionals.
- Monitor the attendance and progress of learners who are the subject of protection plans and oversee the implementation of the College's part of the actions.
- Inform the relevant agency of any proposed change of circumstance of a learner who is subject to a Care and Support Protection Plan or who is absent from the College without reasonable justification.
- Ensuring that relevant information about learners is shared with staff on a 'need to know' basis via 'Signs of Safety' meetings.
- Ensure that the 'Signs of Safety' framework is embedded across the College, and integrated into professional practice.
- Maintain accurate safeguarding records that are held securely and confidentially.
- Ensuring that all staff are aware of the need to record concerns about learners and enable them to do this as part of a College-wide process.
- Ensuring that learners, parents and carers have access to the College's Safeguarding Policy and Procedures.
- Represent the College relevant panels in each local authority area including MARAC, MAPPA and the sub-groups of the CYSUR Mid and West Wales Regional Safeguarding Board.
- Build relationships with other agencies as necessary and keep the Principal informed of all safeguarding matters raised at the College.
- Manage Care Support and Protection plans for learners who are at risk of harm to themselves in cooperation with Multi Agency partners.
- To oversee and monitor compliance with Care Inspectorate Wales and Welsh Government standards on the accommodation of international learners, educational visits and safeguarding.
- To be a lead practitioner for 'Signs of Safety' and take responsibility for the College's safeguarding and child protection practice, policy, procedures and professional development and work with other agencies as necessary and the College's Designated Governor. They must also work with the College's HR team in regards to the relevance to safeguarding in their policies and undertake a lead role in any College investigations into Safeguarding matters or concerns. Other relevant policies for which the DSP will take a lead/ or be consulted upon akin to safeguarding are:
 - Attendance;
 - Anti-bullying;
 - Disciplinary
 - Physical Intervention and Restraint;
 - Online Safety;
 - Prevent – and the Prevention of radicalisation;
 - College policies including Professional Code of Conduct (EWC) and Recruitment and Selection, Fitness to Study and Extenuating Circumstances;
 - Health & Well-being Strategy.

6.5 ARRANGEMENTS FOR ABSENCE OF DESIGNATED SAFEGUARDING PERSON

There will be occasions when the DSP will be unavailable when this is the case the following workflow will be followed in this order:

- **Students** - Deputy Designated Safeguarding Person(s) / **If Staff** - Director of People and Culture
- Vice Principal Learners and Partnerships
- Principal
- Duty Manager

6.6 The DSP will be offered supervision on a termly basis.

7. THE COLLEGE'S DESIGNATED GOVERNOR

7.1 The role of the Designated College Governor is to be assured via the College's Safeguarding Panel that effective policies, processes and procedures are in place for safeguarding learners in compliance with relevant guidance and local agency procedures and that they are reviewed on an annual basis and to report this to the Board. In compliance with the best practice guidance 283/2022 Date of Issue: March 2022, this will be undertaken jointly (from 2020) with the DSP.

7.2 The College's Designated Governor is responsible for overseeing the liaison between Agencies as defined by the LOG in connection with allegations against the Principal or the DSP.

7.3 Ensures that members of the Corporation's Board undertake relevant safeguarding training within the first term of starting their role, and that members of the Corporation Board complete annual refresher training delivered by the DSP to ensure a basic and consistent level of awareness.

7.4 The College's Designated Governor alongside the College's Safeguarding Panel will complete the Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022; training available on staff gateway or delivered via in person training sessions.

7.5 All members of the Governing Body are responsible for ensuring the College's policies and procedures meet statutory requirements and will be made aware of what to do if they have a safeguarding concern.

8. THE COLLEGE'S SAFEGUARDING PANEL

8.1 The College Safeguarding Panel is chaired by the Principal or in their absence their designate.

Its members are:

- The Principal;
- The Vice Principal (Learners & Partnerships);
- The Director of Learner Experience;
- The Designated Governor;
- The Director of People and Culture;
- A Deputy Designated Safeguarding Person.

- 8.2 The Panel meets on a termly basis, in addition to meeting to consider or confirm appropriate actions concerning serious safeguarding matters/cases, as they occur. This Panel will report to the Designated Governor who will attend the Panel on a regular basis.
- 8.3 This Panel will also be required to meet to receive briefings by partner designated senior safeguarding leads as and when required.
- 8.4 All Panel members will be required to undertake safeguarding training. The DSP and Director of People and Culture will attend strategy meetings where an allegation is raised against a staff member.
- 8.5 The College Safeguarding Panel can determine to exclude / withdraw / not admit learners where the panel have reason to believe that they cannot be sufficiently persuaded that they can carry out their Safeguarding Duties to the College.
- 8.6 Should the College need to report an incident to the Police, The Head of Learner Support and Wellbeing with the appropriate Assistant Director / or Head of Curriculum will conduct a risk assessment which will inform the next steps, which will be shared with the safeguarding panel for approval. This could include mitigating circumstances being put into place for example:
 - remote delivery,
 - suspension from studies,
 - withdrawal or exclusion.

See appendix 5 for workflow for incidents that occur in College.

9. SAFEGUARDING TRAINING

- 9.1 The College recognises that the DSP and their deputies must have regular training to meet the requirements of their role. They will require a higher level of training than other staff and will include more specialist training in different types of abuse and the skills required to respond so that they have a good understanding of current issues and skills.
- 9.2 The DSP should also receive prompt training in inter-agency procedures that enables them to work in partnership with other agencies, and gives them the knowledge and the skills needed to fulfil their responsibilities. They should also undertake refresher training to keep their knowledge and skills updated.
- 9.3 It is the role of the DSP, working with the Principal and the Director of People and Culture to ensure that all staff and volunteers:
 - i. Have access to and understand the College's safeguarding policy;
 - ii. Have induction and refresher training covering safeguarding (refresher training will be every two years from 2021);
 - iii. Understand the causes of abuse, neglect and other kinds of harm;
 - iv. Know how to recognise the signs and indicators of abuse, neglect and other kinds of harm;
 - v. Know how to respond effectively when they have concerns;
 - vi. Know how to respond to a disclosure appropriately;
 - vii. Know how to communicate effectively with College learners including skills such as empathy; and
 - viii. Know that they have a responsibility to report any concerns immediately.

- 9.4 A record of all staff training must be kept including the dates, details of the provider and a record of staff attendance.
- 9.5 All staff should attend refresher training preferably within 2 years, but should not exceed 3 years between training. Training must include online safety and with developments occurring in this area this must be renewed regularly.
- 9.6 Ensure that all safeguarding training, safeguarding refresher training and induction; be it in person or online, is provided in Welsh if such training is provided in English (standard 135 of Welsh Language Standards).

10. BULLYING

- 10.1 The College Learner Code of Conduct is a separate document but is discharged in accordance with this Policy and is reviewed by the College's Safeguarding Panel.
- 10.2 The DSP for Safeguarding and Well-being is the responsible person for ensuring that anti bullying strategies are in place and for the management of concerns, in compliance with Welsh Government Guidance 'Rights, Respect, Equality'.
- 10.3 The College will:
 - i. Take a proactive and holistic approach to bullying;
 - ii. Have an anti-bullying approach linking to the Disciplinary and Safeguarding Policies.
 - iii. Record and monitor incidents of bullying to help to take proactive steps to challenge bullying; and regularly review the anti-bullying strategies in collaboration with the Safeguarding team every 3 years and will be reflective of and include the Anti-bullying toolkit for young people.

11. PEER ON PEER ABUSE AND HARMFUL SEXUAL BEHAVIOUR

- 11.1 Persistent unwanted conduct of a sexual nature by a child towards another child that can occur online or offline. Sexual harassment is likely to; violate a child's dignity and/or make them feel intimidated, degrading or humiliated and/or create a hostile, offensive or sexualised environment.
- 11.2 All College staff should understand and recognise the risks of peer-on-peer abuse and harmful sexual behaviour.
- 11.3 The College's Safeguarding team should have a good understanding of harmful sexual behaviour and this should be part of their training. The [All Wales Practice Guide on Safeguarding children where there are concerns about harmful sexual behaviour](#) will be referred to in matters of this nature.

12. HATE CRIME

- 12.1 The College will work in accordance with the guidance 'Tackling Incidents: A framework for Action' and will be supported in tackling issues of hate crime in liaison with the Police Officers who visit each of the college sites.

13. PHYSICAL INTERVENTION AND RESTRAINT

- 13.1 The College will act in accordance with the Welsh Government guidance '[Safe and effective intervention: use of reasonable force and searching for weapons](#)' (097/2013)
- 13.2 There is no legal definition of when it is reasonable to use force. Use of force will always depend on the precise circumstances of individual cases. To be judged lawful, the force used would need to be in proportion to the consequences it is intended to prevent. The degree of force used should be the minimum needed to achieve the desired result. Use of force could not be justified to prevent trivial misbehaviour.
- 13.3 The Education Workforce Council (EWC) has a Guide to Good practice with 'appropriate touch', handling and restraint, that aims to help increase awareness of handling and restraint in professional practice. This should be read in conjunction with the EWC Code of Conduct and Practice.
- 13.4 Section 93 of the Education and Inspections Act 2006 enables College staff (including support staff, non-teaching and voluntary staff) to use such force as is reasonable in the circumstances to prevent a learner from:
- Committing an offence.
 - Causing injury to any person (including themselves) or damage to any property.
 - Prejudicing the maintenance of good order and discipline at the College.
- 13.5 This includes when a learner is not on College premises e.g., on college visits. Section 45 of the Violent Crime Reduction Act 2006 gives Principals and authorised staff the right to search learners for weapons without their consent, where they have reasonable cause to think that they are carrying a weapon. The Police will always be contacted where the College has a concern.

14. SUBSTANCE MISUSE

- 14.1 The College will provide personal support for learners who wish to discuss any issues with regards to substance misuse, with reference to independent support and advice if appropriate.
- 14.2 The College in its support material will also promote access to the Wales Drug and Alcohol Helpline, [DAN 24/7](#). This helpline will assist individuals, their families, carers and support workers within the drug and alcohol field to access appropriate local and regional services.

15. LOOKED AFTER YOUNG PEOPLE / LEARNERS UNDER 18 LIVING INDEPENDENTLY OR WITHOUT SUPPORT

- 15.1 The College's DSP will have lead responsibility for promoting educational achievement for learners who are looked after.
- 15.2 The College has four Designated Safeguarding Officers (Head of Learner Support and Wellbeing and Three Wellbeing Coordinators) with responsibility for the College's LAYP. They will in their role raise any concerns to the DSP if anyone who is looked after is at risk of abuse, neglect, or other kinds of harm.

- 15.3 College staff must report to the Safeguarding team any learners who are living alone or who are without parental or carer support.

16. YOUNG CARERS

- 16.1 In many families, learners contribute to family care and well-being as part of normal family life. A young carer is a child who is responsible for caring on a regular basis for an adult or sibling who has an illness or disability.
- 16.2 Caring responsibilities can impact upon a learner's studies. Any carers should be notified to the Designated Safeguarding Officers for young carers (Head of Learner Support and Wellbeing and Three Wellbeing Coordinators) will complete a carers assessment in compliance with the Quality Standards.

17. TRAFFICKED AND EXPLOITED LEARNERS

- 17.1 A trafficked learner is one who is coerced or deceived by the adult who brings them into the Country. Trafficked learners are denied their human rights and are forced into exploitation e.g., domestic servitude, forced marriage, sexual exploitation and drug related activity.
- 17.2 Learners may appear to submit willingly through fear for themselves or their family, because their parents have agreed to the situation or because of bribes.
- 17.3 Recognition of trafficked and exploited learners will normally rely on a combination of general signs of abuse and neglect and issues concerned with the learner's immigration status. These learners may not be in possession of their own travel documents, be excessively afraid of being deported, be in possession of false papers, being cared for by an adult who is not their parent, presenting with a history of missing links and unexplained moves.
- 17.4 College staff should make a referral to the DSP or the Safeguarding Officers, if they suspect a learner has been trafficked.

18. DOMESTIC ABUSE, GENDER BASED VIOLENCE, SEXUAL VIOLENCE AND HARMFUL CULTURAL PRACTICES

- 18.1 A 'forced' marriage is distinct from a consensual 'arranged' marriage because it is without the valid consent of both parties and where duress is a factor. A learner who is forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. Information about a forced marriage may come from the learner himself or herself, or the learner's peer group, a relative or member of the learner's local community or from another professional.
- 18.2 Forced marriage may also become apparent when other family issues are addressed, e.g. domestic violence, self-harm, child abuse or neglect, family/young person conflict, a learner absent from College or a missing/runaway. Forced marriage may involve the learner being taken out of the country for the ceremony, is likely to involve non-consensual and or under-age sex and refusal to go through with a forced marriage has sometimes been linked to 'honour killing'. Young men as well as women are victims of forced marriage.

- 18.3 Honour based violence is an ancient cultural tradition that encourages violence towards family members who are considered to have dishonoured their family. It is rooted in domestic violence and is often a conspiracy of family members and associates meaning victims are a risk from their parents and families.
- 18.4 College staff should respond to suspicions of a forced marriage or honour-based violence by making an immediate referral to the DSP or Safeguarding Officers. College staff should not treat any allegations of forced marriage or honour-based violence as a domestic issue and send the learner back to the family home. It is not unusual for families to deny that forced marriage is intended and once aware of professional concern, they may move the learner and bring forward both travel arrangements and the marriage. For this reason, staff should not approach the family or family friends, or attempt to mediate between the learner and family, as this will alert them to agency involvement. Referrals should always be made to the DSP or the Safeguarding Officers.
- 18.5 It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure - Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6 - 12 years but it is also thought that the age at which girls are mutilated is dropping.
- 18.6 Although the age of learners at the College is such that they are not necessarily in the 'high risk' category for FGM, a learner may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member who is at risk of mutilation.
- 18.7 College staff should be alert to the following indicators:
- The family comes from a community that is known to practise FGM.
 - A learner may talk about a long holiday to a country where the practice is prevalent.
 - A learner may confide that she or a sister or family member is to have a 'special procedure' or to attend a special occasion.
 - A learner may request help from a staff member or other adult.
 - Any female learner born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered a potential risk.
- 18.8 Any information or concern about a learner or member of their family being at risk of FGM must be reported to the DSP as a matter of urgency.

19. SUICIDE AND SELF HARM

- 19.1 The College will follow the Welsh Government Guidance '[Responding to issues of self-harm and thoughts of suicide in young people](#)'. This guidance provides a framework for adults who work with young people regarding how to respond to issues of suicide and self-harm.
- 19.2 When the Safeguarding team are made aware of any learner who has attempted suicide, the Head of Learner Support and Wellbeing or Wellbeing Co-ordinator will immediately call a 'Support Meeting' which will involve the learner, parents/guardians or suitable next of kin and any relevant external agencies. During this meeting a Safety Plan will be created for the learner. The Head of Curriculum will also be involved.

20. SEXUAL EXPLOITATION (CSE) AND CRIMINAL EXPLOITATION (CCE)

- 20.1 Sexual exploitation, criminal exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing and/or others performing on them sexual activities. This also includes County lines and other forms of criminal exploitation.
- 20.2 Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.
- 20.3 Sexual exploitation may be organised or opportunistic. It may take place when a learner is groomed using technology or is encouraged to think that they are entering into a relationship. It may be linked to gang membership. Boys as well as girls are sexually exploited. Young people are vulnerable to sexual exploitation in many ways and the vigilance of staff is key in identifying possible signs or indicators.
- 20.4 Staff must be vigilant to any signs or concerns that a learner may be sexually or criminally exploited and report concerns as a matter of urgency to the Designated Senior Person for Safeguarding and Well-being. If appropriate, the DSP will undertake a SERAF risk assessment.

21. LEARNERS WITH ADDITIONAL LEARNING NEEDS

- 21.1 The College recognises that statistically learners with behavioural difficulties and disabilities are more vulnerable to abuse.
- 21.2 The College's inclusion and learning support strategy and legislation outlines the support provided for College learners who require extra support.

22. WORK-BASED LEARNING AND WORK EXPERIENCE

- 22.1 The College as a work-based learning provider and member of the B-Wbl Consortium should seek to ensure that all learners are in a safe environment, including its learners who are learning with subcontractors and/or consortium members. Such arrangements for which the College has responsibility should include:
- i. The identification of learners aged under 18 who are at risk of abuse or harm;
 - ii. Recruitment practices in place that reflect the obligation to safeguard learners;
 - iii. That B-Wbl providers should ensure their safeguarding practice is compliant with Keeping 16 Learners Safe guidance 283/2022 Date of Issue: March 2022;
 - iv. That work experience opportunities provided are subject to consideration of appropriate guidance on safeguarding.

- 22.2 The College will ensure that in regards to work experience:
- Health and safety checks are undertaken prior to establishing work experience placements.
 - Employers and providers are aware of, and are carrying out their responsibilities, in relation to safeguarding and ensuring that providers have appropriate policies and procedures in place that are followed by all staff.
 - College staff, volunteers, employers and work placement providers are aware of the action to be taken and by whom, should a safeguarding issue be raised before, during or after the placement.
 - The relevant staff are appropriately trained to carry out the health safety and work placement audit.

- 22.3 It is the responsibility of the College's subcontracted partners DSPs to manage any concerns about their learners appropriately ensuring that there is good, effective and timely communication, liaison and information sharing with the College DSP as the Safeguarding Lead.

23. KEEPING LEARNERS AND STAFF SAFE ONLINE

- 23.1 This is a key safeguarding priority for the College and promotes the safe and positive use of technology for the College's learners and staff.
- 23.2 The College has an 'Acceptable Use Policy' and a 'Live Streaming Policy' (which references the Welsh Government Live Streaming Safeguarding Principles and Practice for Education Practitioners). The Director of Digital Services and Director of Teaching and Learning have the responsibility of monitoring the safe and appropriate use of E technology. Any concerns about inappropriate use will be reported to the DSP for external referral. All staff must adhere to the Live Streaming Policy whilst using on-line learning packages.
- 23.3 The College will refer to 'The Sexting: Responding to Incidents and Safeguarding Learners' Guidance for Educational Settings in Wales to appropriately manage and respond to incidents involving the sharing of nude images. The guidance also refers to viewing, deleting and reporting images. Creating and sharing sexual images of under 18-year-old people is illegal. Sharing of images can expose young people to risks, including non-consensual sharing of images, embarrassment, bullying and increased vulnerability to blackmail and coercion or sexual exploitation.
- 23.4 The College will in all online safety matters follow the [All Wales Practice Guide on Online Safety](#) if they identify concerns.

24. DEATH OF A LEARNER

- 24.1 The College has a procedure that is followed when there is notification of a learner's death (Appendix 3).
- 24.2 The DSP will lead on this procedure and liaise with other agencies as appropriate, participating in the relevant local authority-based panels or calling a professional information sharing meeting if the death is of a learner aged 18 or over, normally up to the age of 25.

25. CONTEST AND PREVENT

- 25.1 The College will create a safe environment in which learners can understand and discuss sensitive topics, including terrorism and extremist ideas, and learn how to challenge these ideas. Through the tutorial and curriculum opportunities will be explored to challenge these topics and to promote the values of democracy, mutual respect and tolerance of different faiths and beliefs.
- 25.2 The Counter Terrorism and Security Act 2015 places a duty on the College and its Work Based Learning providers to prevent people from being drawn into terrorism. All College staff are required to understand Prevent and the role they play in adhering to the Prevent Duty.
- 25.3 The College will on an annual basis review the self-assessment toolkit for Prevent, to ensure our compliance and action planning is current. This is shared annually at the College Safeguarding Panel.
- 25.4 Any work-based learning providers subcontracted by the college will complete the Safeguarding and Prevent Self-assessment toolkit (September 2019) as part of their compliance reporting.
- 25.5 The College's DSP is the College's SPoC (Single Point of Contact) to the Police. In their absence, it will be a member of the Safeguarding team or Safeguarding Panel member.
- 25.6 Referrals will be made using the All Wales PREVENT form.
- 25.7 The DSP will work with the Director of People and Culture to create and update the College PREVENT Risk Assessment. This will be updated yearly or when the need arises paying attention to the Situational Risk Assessment provided by PREVENT Policing. This will be shared in the Safeguarding Panel.

25.8 CPD / AWARENESS – STAFF AND LEARNERS

- 25.8.1 The College will in accordance with the 2015 'Prevent Duty' ensure that the DSP through their role will:
- Represent the College on the local CONTEST and Prevent Boards;
 - Ensure the College is compliant with the Prevent Duty;
 - Liaise with the Dyfed Powys Police Prevent Co-ordinator.
 - Will serve as a Channel Panel member for the relevant local authority areas;
 - Ensure College staff are aware of and work to the Safer Working Practice Guidance;
 - Ensure that up to date relevant PREVENT and safeguarding information is delivered to learners within the college tutorial programme;
 - Share appropriately, information concerning learners at risk with appropriate agencies as part of Channel panels;
 - Review and update arrangements with respect of Prayer Rooms on college sites and guest speakers.
- 25.8.2 The [Home Office PREVENT – Awareness Courses](#) will be mandatory training for all College staff. These will be renewed every 2 years with staff completing the refresher course.
- 25.8.3 Designated Safeguarding Leads will complete more specialist Prevent training modules including referral and Channel or PREVENT Multi Agency PMPA course to ensure a good understanding of current issues and skills.

25.8.4 All learners complete a yearly tutorial on PREVENT. On the back of all learners ID cards a QR code will directly take learners to a landing page entitled 'What is PREVENT and Radicalisation'. Guest speakers and specialists will be brought in to discuss any local needs.

25.9 PREVENT AND IT POLICIES

25.9.1 Our IT policies reflect the requirements of the duty to ensure that all our learners and apprentices are safe from terrorist and extremist material when accessing the internet in College. This includes establishing appropriate levels of filtering.

25.9.2 Stringent filtering is in place on all IT systems which alerts members of the IT team of any concerning searches, which are reported immediately to the Designated Safeguarding Person to process appropriately.

25.9.3 The College will take steps to block the following categories of websites:

- Adult content
- Ads
- Drugs
- Guns & Weapons
- Malware content
- P2P
- Piracy
- Porn - Child
- Porn - Nudity
- Terrorism / Radicalization
- Violence & Gate
- Web Proxies

This is in line with the College's Internet and Acceptable Usage.

25.10 RISK ASSESSMENTS

25.10.1 Once a learner or staff member is identified as being adopted by CHANNEL, the college will ask for a referral to its safeguarding team.

25.10.2 LEARNER

The Director of Learner Experience will chair a risk assessment meeting alongside the Head of Learner Support and Wellbeing, the appropriate ALN Coordinator and Head of Curriculum / Assistant Director. The risk assessment will then be completed in conjunction with the learner and PREVENT co-ordinator or nominee.

25.10.3 STAFF MEMBER

The Director of People and Culture will chair a risk assessment meeting alongside the appropriate Head of Curriculum / Assistant Director. The risk assessment will then be completed in conjunction with the member of staff and PREVENT co-ordinator or nominee.

NB: only discretionary/relevant information is shared with members of staff who need to know.

26. SITE SECURITY

- 26.1 All learners and staff should be able to feel safe when they are on the campus or travelling on College transport. All learners and staff are required to wear their ID badge at all times and may not be allowed to enter the College or College transport without it.
- 26.2 Visitors to the College will be asked to register at the main reception on each site and to wear their visitors' badge at all times and receive information on how to report safeguarding concerns. Visitors should be met by staff members at reception.
- 26.3 Covid 19 regulations must be adhered to by all staff and learners.

27. INFORMATION SHARING AND RECORD KEEPING

- 27.1 These are managed under this Policy by the DSP and are in place for all lead Agencies involved in safeguarding. The key Agencies where these apply are:
- Integrated Safeguarding Teams in Carmarthenshire and Ceredigion
 - The Child Care Assessment Teams in Carmarthenshire and Ceredigion
 - The Adult Protection Teams in Carmarthenshire and Ceredigion
 - Protecting Vulnerable Persons Unit (Dyfed Powys Police) (PVPU)
 - Contest/Prevent teams/WECTU in Carmarthenshire and Ceredigion
 - Corporate Parenting Teams (CPT) in Carmarthenshire and Ceredigion
 - Learning Disabilities Teams in Carmarthenshire and Ceredigion
- 27.2 Information sharing will comply with the Wales Safeguarding Procedures, and Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022.
- 27.3 The Duty of Confidentiality is not absolute and may be breached where it is in the best interests of a learner and in the wider public interest. If it is judged that disclosure is necessary for protection from a risk of serious harm. When there is a need to share confidential information with the Child or Adult Protection teams and or the Police, the College will:
- Attempt to support the learner, to agree to a disclosure of information within a reasonable timescale;
 - Initially discuss the case anonymously with the Designated Senior Person for Safeguarding and Learner Well-being;
 - Inform the learner of the professional need to share information unless to do so, might put them at further risk; and
 - Any decision to share information will be appropriately documented.

28. EXTENDED SERVICES AND ACTIVITIES (INCLUDING YOUTH SERVICES)

- 28.1 Where services are provided directly under the supervision of the College, the College's safeguarding policy and procedures will apply.
- 28.2 Where activities and services are provided separately, the College will seek assurances and evidence that the body concerned has appropriate safeguarding policies and procedures in place and that there are agreed arrangements with the College. Evidence of these procedures should be provided to the DSP.
- 28.3 The College will only work with providers that can demonstrate that they have effective safeguarding processes and procedures in place.

- 28.4 The College reserves the right to withdraw the permission for the hire of its premises where there are safeguarding concerns. There will be at any one time, a number of professionals delivering services to learners on behalf of the College in the community and in schools as well as on the College site. These professionals may be employed by partner or other agencies.
- 28.5 All staff providing services to learners whether in the College or in the community on behalf of the College must adhere to the College's Safeguarding Policy.
- 28.6 Staff from the College and agencies working with learners off-site will follow the referral procedures of their own agency, and will inform the DSP at the College that they have made a safeguarding referral as a priority.
- 28.7 The College Youth Access Officer will work with College learners aged between 14 and 16, and will offer their services in a variety of settings. As a member of the Carmarthenshire LA Youth Service, the Officer will in all cases apply the Wales Safeguarding Procedures, alongside the College's specific organisational guidance and procedures that are in place.

29. SUPPORT FOR LEARNERS

- 29.1 The College recognises that learners who are at risk, suffer abuse, or witness violence may be deeply affected by this.
- 29.2 The College may be the only stable, secure, reliable and predictable element in the lives of learners at risk. Nevertheless, when at College their behaviour may be challenging and defiant. The College through its tutorial and support services will endeavour to support learners through:
- The content of the tutorial and curriculum, to encourage self-esteem, resilience and self-motivation.
 - A culture and ethos which is a positive, supportive and a secure environment, which will give learners a sense of feeling valued and respected.
 - Having a fair disciplinary process that does not damage a learner's sense of self-worth.
 - Sharing information appropriately at all points of transition.
 - Providing one to one counselling support and referral to other specialist agencies/services as is necessary.
 - Access to a 24/7, 365 day per year wrap around service provided through 'Together All'.
- 29.3 In line with the core aims to 'help children to achieve more' (Working Together to Safeguard Children 2013), and the College's mission of 'Inspiring Learners, Fulfilling Potential, Achieving Excellence' the College will promote the many areas that support learners to be successful and feel confident including:
- Physical and mental health and emotional well-being.
 - Protection from harm and neglect.
 - Education training and recreation.
 - Contribution to society and the well-being of future generations.
 - Social and economic Well-being.
 - Promotion of Community Cohesion.
- 29.4 Safeguarding is promoted through the College culture, induction, tutorials, enrichment activities and the curriculum, and is recognised to be everyone's business. Learners are

encouraged to recognise their own responsibilities in safeguarding themselves and others. Guidance and support for learners is available through a range of support services including the identified safeguarding officers, teaching staff, college counsellors, well-being team, Learning Support Team, youth officer and a wide range of functional support roles.

30. HOSPITALISATION

- 30.1 Learners aged under 16 who are taken to hospital must be accompanied by a member of staff. A member of staff must make direct contact with the named next of kin and the school (is a YA learner) to make them aware of the situation. The DSP or their Designated Deputy must also be informed. It is expected that the member of staff will accompany the learner in an ambulance and remain at the hospital until the next of kin arrives.
- 30.2 If a learner is aged 16-18 and taken to hospital, a member of staff must make direct contact with the named next of kin to make them aware of the situation. Where the learner has ALN, the member of staff must contact the ALNCO or ILS Managers and they will make direct contact with the next of kin to make them aware of the situation.
- 30.3 Wherever possible, the learner will be accompanied to the hospital and the staff member will remain at the hospital until the next of kin arrives unless the discussion with the parent concludes otherwise.
- 30.4 Where the learner is over 18 and is an 'adult at risk' the member of staff must also contact with the DSP. They will also make direct contact with the next of kin to make them aware of the situation.
- 30.5 It is expected that the member of staff will accompany the learner to the hospital and remain at the hospital until the next of kin arrives.
- 30.6 In all cases, the DSP or their relevant college Deputy should be made aware as soon as possible of the situation.

31. PROFESSIONAL AND PERSONAL RELATIONSHIPS WITH LEARNERS

- 31.1 The College recognises that positive professional relationships with learners will support them and enable the best outcomes for them. The College gives guidance on the expectations of staff in this matter to which all staff are expected to adhere. Good professional boundaries safeguard learners and safeguard professionals from unfounded allegations. The College has a professional code of conduct that all staff must adhere to. Staff are also referred to their guide in this matter as being the 'Guidance for Safer Working Practice for Adults who work with Young People in Educational Settings 2022'.
- 31.2 College Staff are expected to work in compliance with the 'Keeping Learners Safe - guidance 283/2022 Date of Issue: March 2022' and the 'Safer Working Practice Guidance for Adults who work with Young People in Educational Settings 2022'. It is the prime duty of the College to provide a safe and secure learning environment for learners and staff, whether on the premises or online and to protect the safety and welfare of the learners in its care. The guidance that the College adheres to and refers staff to, ensures that staff maintain professional standards whilst at work and in their personal lives. They must not commit acts of impropriety or abuse their position of trust.

32. MAINTAINING PROFESSIONAL RELATIONSHIPS

- 32.1 A professional relationship exists where a staff member is responsible for assessing, supervising, teaching, tutoring, or providing pastoral support, administrative or technical support. Maintaining this professional relationship is vital to the educational development and achievement of our learners.
- 32.2 All staff must hold in mind the need to ensure that their relationships with learners are professional and act appropriately according to the College's Standards of Professional Conduct for Staff and be aware that at all times they are in a position of trust.
- 32.3 All staff will be advised to adhere to the Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022.

33. COLLEGE STANDARD

- 33.1 Personal relationships between staff and learners are not acceptable. Should a personal relationship already exist when a learner joins the College, the staff member must inform their line manager so that appropriate steps can be taken to protect both parties. Failure to report such a relationship could lead to disciplinary action, depending upon the individual circumstances of the case.

34. OTHER CONSEQUENCES

- 34.1 All staff are reminded of the risks of a complaint being made under the College's Safeguarding Policy and that they may face allegations of misconduct and allegations of criminal misconduct. In some circumstances, staff may be referred to the Disclosure and Barring Service and the Educational Workforce Council (EWC) in Wales.

35. FURTHER ADVICE

- 35.1 Staff and learners may seek advice from the DSP or the Director of People and Culture.
- 35.2 Learners may seek guidance from the DSP, the Well-being team, the ALNCo, Faculty and teaching staff.

36. ABUSE OF TRUST

- 36.1 Abuse of trust must be reported to the College's Director of People and Culture and the DSP.

37. CONFIDENTIALITY

- 37.1 Confidentiality is an issue that needs to be fully understood by all those working with learners, particularly in the context of safeguarding.
- 37.2 We respect the right of learners and families to have information about them dealt with sensitively and confidentially in line with statute and guidance.

- 37.3 Safeguarding information regarding learners in The College will be shared with staff on a strictly need-to-know basis and with the appropriate agreement of any strategy meeting. A member of staff will need to know information when it is demonstrably to safeguard a learner and where permissions have been given to share that information. Where necessary, disclosures will be made by the DSP or their designated Deputies. 'Signs of Safety' meetings will be held with course teams, where it is necessary to share information.
- 37.4 All staff are expected to conform to the College's Code of Professional Practice and maintain confidentiality at all times.
- 37.5 All staff must be aware of their responsibility to share information with the College's DSP who will share information with other agencies in order to safeguard learners. Advice will be sought, if necessary, by the DSP via the appropriate Safeguarding Manager in the relevant LA.
- 37.6 No one in the College may guarantee confidentiality to a learner and must make it clear that information will be shared if a concern arises about their welfare or that of another learner, even if they do not consent to the sharing of the information. Where a learner has refused consent for information to be shared, the reason for refusal must be recorded. Refusing consent should never prevent information being shared to safeguard or protect a learner.
- 37.7 No one in the College may guarantee to a learner that they will keep a confidence. It must always be made clear to a learner in language that is appropriate, that any information that leads a member of staff to be concerned that a learner is suffering, or is at risk of suffering, harm will be shared with the College's DSP.

38. SUPPORTING STAFF

- 38.1 The College recognises that safeguarding is a difficult and sometimes upsetting subject for those who work with learners. Working with a learner who has suffered harm or is at risk of harm may be stressful and distressing; The College is committed to supporting staff by providing supervision and opportunities for them to talk through their experiences and anxieties with the DSP and/or Counsellors and to seek further support as appropriate.
- 38.2 All staff and volunteers should feel able to raise concerns about poor or unsafe practice. Such concerns will be addressed sensitively and effectively to the Director of People and Culture or Director of Learner Experience. We also believe that working in a College that has a clear Safeguarding Policy also assists staff to carry out their duties and responsibilities effectively.

Where allegations of abuse of children or adults are made against a staff member, or where professional concerns have been raised about behaviour which undermines the trust placed in an employee or volunteer working within Coleg Sir Gar/Coleg Ceredigion, the policy "[Managing Safeguarding Allegations and Professional Concerns Raised Against Coleg Sir Gar/Coleg Ceredigion Staff](#)" will apply. This policy applies to incidents which may have taken place during the course of work or private life, in such circumstances; careful consideration needs to be given as to whether the employee presents a risk to an adult or child in their working environment.

38.3 REPORTING CASES OF MISCONDUCT OR PROFESSIONAL INCOMPETENCE

- 38.3.1 It is a statutory requirement for the Governing Body to refer information to the Disclosure and Barring Service when any employee (whether a probationer or longer term employee) has been removed from regulated activity because the Corporation believes he/she has

engaged in relevant conduct, or posed a risk of harm to children or vulnerable adults, or when an employee leaves their post in circumstances where they would or might otherwise have been removed because they harmed, or posed a risk of harm to a child or vulnerable adult.

- 38.3.2 In accordance with the Education (Supply of Information) (Wales) Regulations 2009 the Corporation will report to the Education Workforce Council Wales (or any successor body formed to monitor professional standards within the FE Sector), cases of misconduct, professional incompetence or conviction of a relevant offense of a registered teacher or member of staff, which results in the Corporation ceasing to engage the services of that person.

39. WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

- 39.1 The College is committed to creating a culture of openness and honesty and will strive at all times to work with parents, guardians and carers. We believe that this is in the best interests of our learners and their families.
- 39.2 Parents and carers will be encouraged to access the College's Safeguarding Policy and a summary of the Policy will be provided to parents and carers on enrolment to the College with the links to the appropriate internet page. We believe that it is important that parents are aware of our statutory duty to safeguard and promote the welfare and well-being of our learners, and that we will where necessary share concerns about learners with appropriate agencies in accordance with statutory guidance.
- 39.3 There may be instances, however, when we judge that it is not appropriate to speak to a parent or carer before referring to other agencies. This is where the DSP or their designate believe that a learner's well-being will be at risk if a notification is made. Where it is identified that there is no risk, consent will be obtained from a learner's parent/ guardian and or carer prior to the submission of a MARF.

40. IMPLEMENTATION AND EVALUATION OF SAFEGUARDING POLICY AND PRACTICE

- 40.1 All staff have a duty to be fully conversant with this Policy. All staff are required to read and sign the College's 'Standards of Professional Conduct for Staff'.
- 40.2 The implementation of this Policy and the resulting good practice are monitored in the following ways to ensure effectiveness:
- Staff raise concerns about the welfare of learners routinely as good practice with the College's DSP or in their absence their relevant Deputy;
 - Staff attend safeguarding training and a central register is held;
 - Staff raise concerns about learners at an early stage to ensure that appropriate support or intervention is offered;
 - A Safeguarding Report is provided to the Governing Body termly by the DSP and safeguarding practices are subject to the College's internal and external audit procedures;
 - Regular updates on safeguarding matters are made to Faculty teams by the DSP.
 - In compliance with the Local Authorities and best practice, the College has adopted 'Signs of Safety' for the delivery of safeguarding practice.

41. ALLEGATIONS AGAINST COLLEGE STAFF

- 41.1 Allegations made against College staff or volunteers will be dealt with in accordance with Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022 Wales Safeguarding Procedures.
- 41.2 The DSP will work with the relevant Designated LA Safeguarding Manager to confirm the details of individual meetings and attend strategy meetings as appropriate. The College will cooperate fully with these enquiries.

42. ESTABLISHING AND REFERRING ABUSE

- 42.1 Abuse may be established through visual signs or by observation of the learner's behaviour, or by disclosure.
- 42.2 If you suspect that a learner has been abused, the DSP or the Safeguarding Officers must be informed immediately.
- 42.3 The DSP and or the Safeguarding Officers will then assess the situation and refer the matter to the appropriate Agency with responsibility for child or adult protection as per the Wales Safeguarding Procedures and Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022.
- 42.4 If a young person has an injury and there is reason to believe that it has been caused by abuse, the learner will instantly be referred to the DSP.
- 42.5 If the injury is serious and warrants urgent medical attention, the young person will be taken to the nearest hospital Accident & Emergency department.
- 42.6 The DSP or the Safeguarding Officers will submit a MARF (link to form available at Appendix 4). At this point, the DSP will clarify to the assessment teams that it is a case of suspected abuse.
- 42.7 If another person indicates to a member of staff that a child or adult at risk has been abused, they should inform the person reporting the abuse that confidentiality cannot be maintained or guaranteed and that it is in their best interests that someone else is informed immediately and refer to the DSP.
- 42.8 The DSP will ensure that the person reporting the abuse is aware that the College has a legal obligation to report instances of alleged abuse to the appropriate authorities for full investigation.
- 42.9 The DSP will make it clear to the person reporting the abuse that the College cannot agree to protect the identity of witnesses and that consequently, their explanation may be used in any investigation and proceedings and that the person being investigated will have access to all witness statements made in the course of proceedings.
- 42.10 The DSP will ask the person reporting the alleged abuse to provide an uninterrupted account of their concerns, taking accurate notes of dates, times, facts and observations.
- 42.11 At the end of the discussion there will be a clear explicit agreement stating who will be taking what action, or that no further action will be taken. This agreement will be recorded in writing together with the date and names of those present.

- 42.12 If it is felt that a learner is in immediate danger of significant harm an immediate 999 call should be made.

43. REFERRAL TO COLLEGE COUNSELLORS

- 43.1 Anyone reporting safeguarding concerns to a member of staff should be offered the opportunity to receive counselling from a College Counsellor. If the person concerned does not wish to see a counsellor, their wish will be respected.
- 43.2 College Counsellors will need to refer to the DSP any concerns they have regarding the safeguarding of their clients.
- 43.3 Information sharing will comply with the Wales Safeguarding Procedures, and Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022.

44. SAFER RECRUITMENT PRACTICE

- 44.1 The College will ensure that it will adhere to the Safer Recruitment Practice Procedural Guidance as identified in the Keeping Learners Safe guidance 283/2022 Date of Issue: March 2022.
- 44.2 In all documentation, the College will ensure that its commitment to the safeguarding and promotion of the welfare and Wellbeing of our learners will be paramount and that we would expect all staff to share this commitment.
- 44.3 Having a criminal record will not necessarily bar an employee from working for the College. This will depend on the nature of the position and the circumstances and background of the offences.
- 44.4 College staff who are involved in the review of DBS checks as part of the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. They have also received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 44.5 Should a candidate disclose a prior offence, in a separate discussion, the Director of People and Culture will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 44.6 The College makes every subject of a DBS Disclosure aware of the existence of the DBS Guidance and makes a copy available on request. A copy of the DBS Policy is also available on request.
- 44.7 It is a requirement that a new enhanced DBS check is undertaken for any new employee or the enhanced DBS is displayed which is part of the update service and is received prior to their commencing employment.
- 44.8 Staff who fall within the following categories must register with the EWC:
- Further Education Teacher/Lecturer
 - Work-Based Learning Practitioner

- Further Education Learning Support Worker

44.9 Any company offering a continued service for the college through a Service Level Agreement (for example Football Academy Coaching) must ensure that all their staff have an up-to-date enhanced DBS certificate for both children and adults. A copy of the certificate should be provided to Human Resources before staff attend any campus to commence work.

44.10 Some learners will provide their own support workers. Support workers must share the 'Third party organisation confirmation form which includes asking for enhanced DBS certificate and numbers. A copy of the certificate should be provided to Human Resources before staff attend any campus to commence work. This must be signed by the employee company and shared before the Support worker can attend any campus, or work with the learner for college purposes.

44.11 **RECHECKING AND PORTABILITY**

44.11.1 Following a successful DBS check and the appointment of an employee to a post within the College, re-checking will not be required unless the employee is working in a role whereby three yearly checks are undertaken in accordance with the Care and Social Services Inspectorate Wales (CIW), such as those required for day nursery staff.

44.11.2 All college staff have a duty to report any criminal offense that occurs whilst they are in employment in the College. Failure to do so will leave them in breach of the College employee code of conduct.

44.12 **DBS - WORK PLACEMENT LEARNERS AND HOST FAMILIES**

44.12.1 Learners who will be required to undertake work placements in a 'specified place' will complete a DBS application form under the guidance of the counter signatories based in faculty teams, who will liaise with them in relation to appropriate personal documentation.

44.12.2 Learners who request work placement in a specified place or other applicable organisation will be required to complete a DBS check to ascertain their suitability for the placement. Upon receipt of the form, the relevant staff will liaise with the external organisation in relation to the DBS number and date of issue. No learner will be permitted to go out on placement to a 'specified place' unless an enhanced DBS has been received and approved in accordance with the College's disclosure procedure.

44.12.3 In accordance with CIW regulations, potential Host Families (including those related to farm placements) will undertake DBS checks via the Director of People and Culture's team. No learner will be placed with a Host Family until all members of that family over the age of 16 and all adult's resident within the family, have submitted their clear enhanced DBS check to the HR office.

44.12.4 Host family DBS checks will be retaken every 3 years. This information is disclosable to CIW on inspection of Standard 47.

44.12.5 Learners over the age of 16 who undertake work placement at the College are not usually required to have a DBS check undertaken unless the placement will be long term, i.e., of a duration of more than one month. This is at the discretion of the Director of People and Culture. During any work placement, learners are subject to support and supervision by the hosting department.

44.12.6 Learners who are under the age of 16 and who undertake work placement at the College are not required to have a DBS check undertaken. They will be subject to support and supervision by the hosting faculty or functional area.

44.13 GUEST LECTURERS AND SPEAKERS

44.13.1 Under the Counter-Terrorism and Security Act 2015, Coleg Sir Gar and Coleg Ceredigion has a legal obligation to know about what events involving external speakers are being held on and off campus – events should be risk assessed and if required the College should put steps in place to ensure the safety of students, staff and members of the public who may attend such events. Any guest lecturer or visiting speaker must be accompanied by a member of college staff at all times. Any member of staff inviting a guest speaker must complete the risk assessment form, which is available on the Gateway for all staff.

If the risk assessment shows any concerns the Director of Learner Experience will work with Multi agencies including the PREVENT engagement officer to assess for further suitability for the event to go ahead.

44.14 SAFEGUARDING IN PROBATION

44.14.1 Line Managers are required to discuss the requirements for initial mandatory training with new employees and to ensure that this is undertaken and completed at the earliest possible stage (ideally within the first month of employment but no later than three months). The initial mandatory training includes:

- Induction with a member of the HR team (outlining arrangements for safeguarding);
- Certificated Safeguarding training (provided by the DSP);
- Equality and Diversity (online training - access provided by the HR team);
- GDPR (online training - as above);
- Health and Safety (online training - as above).

45. COMPLIANCE WITH THE WELSH LANGUAGE ACT

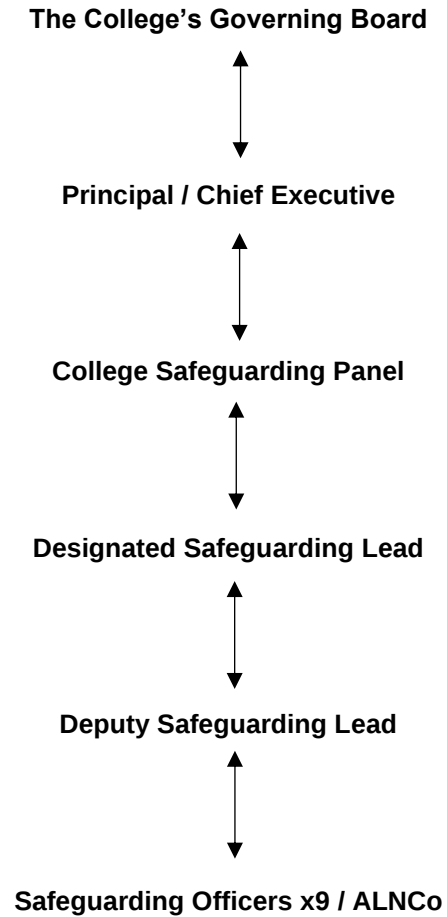
45.1 The College has a duty to comply with the Welsh Language Standards Regulations under section 150 (2) of the Welsh Language (Wales) Measure 2011. It will therefore ensure that the Welsh language is not treated less favourably than the English language when offering and providing services to students, staff and the wider community and that they can use the Welsh language in accordance with the Standards, including in matters relating to the safeguarding of children and adults.

46. TRANSPORTING LEARNERS

46.1 To transport learners, college vehicles (fleet) should be used in nearly all circumstances. Every planned journey, where practical, should have two members of staff traveling. If this cannot be achieved, or in an emergency situation, consent needs to be provided by the Designated Safeguarding Lead, Deputy or an Executive Team member.

46.2 Emergency use of Private cars - Staff should only use their private cars in exceptional circumstances, for example a health emergency. An ambulance should always be called in the first instance. Every planned journey, where practical, should have two members of staff traveling. If this cannot be achieved, consent needs to be provided by the Designated Safeguarding Lead, Deputy or an Executive Team member.

APPENDIX 1 - COLEG SIR GAR & COLEG CEREDIGION SAFEGUARDING STRUCTURE

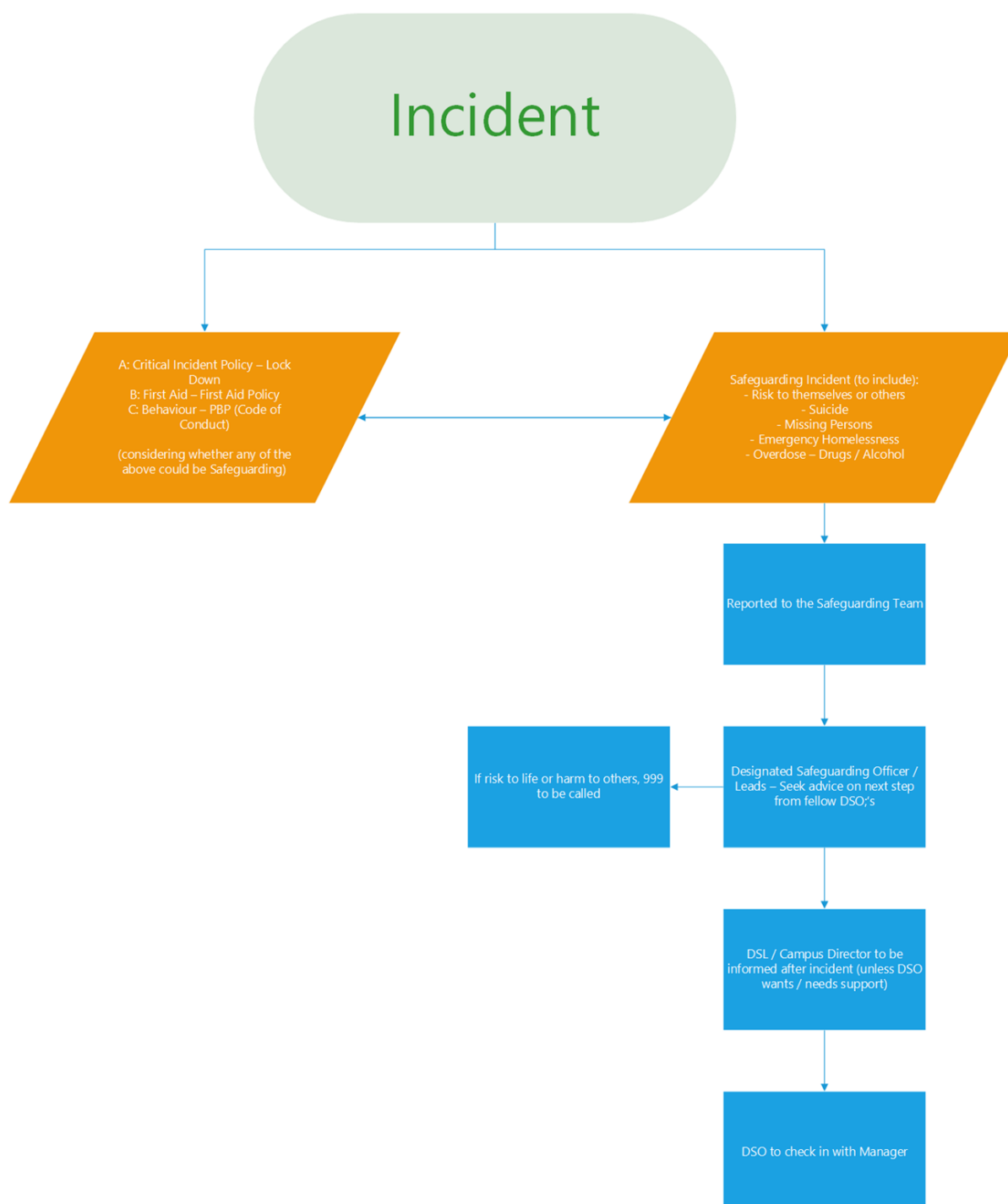




APPENDIX 2 - MANAGING A SERIOUS SAFEGUARDING CONCERN

It is not practical to have a Procedure to cover all safeguarding eventualities due to the range of eventualities but having procedures in place will hopefully remove staff and learners from immediate danger and will give the Designated safeguarding officer a clear process to work through in a Safeguarding scenario. (it is clear though that it needs to be highlighted as a safeguarding concern first and not an emergency incident which needs to be managed by the associated policy i.e. critical incident, first aid).

There is an overlap of the two processes when the effectiveness of the Police is likely to have significant impact, for example if we have a member of the community refusing to leave a site or a suicide attempt is made on campus / or more than one person is affected.



APPENDIX 3 – PROCEDURE FOR RESPONDING TO THE DEATH OF A LEARNER

Aims and Objectives

The Overall aim of this procedure will enable the College and its related partners to make a sensitive and appropriate response following the death of a learner or the death of a past learner.

Notification

Notification of the death of a learner should be made to the Director of Learner Experience (DSP), who will immediately involve this procedure in compliance with the College's Safeguarding Policy.

Checklist	Responsibility	Timescale
1. Learner's next of kin and contact details: • Name • Relationship • Telephone Number • Address • Learner Number (check preferred language of communication) • Risk assess potential impact with peer group	DSP	Immediate
2. Contact to be established between the DLS and the Family Liaison Officer (FLO) and or other key agencies	DSP	Immediate
3. Inform key staff: • Principal • Vice Principals • Executive Directors • Faculty Manager(s) • Senior Counsellor • Marketing Manager • Director of Estates	DSP / Faculty Manager	Immediate
4. Be aware of matters unfolding on social media and work accordingly in practice	DSP / Marketing Manager / Social Media Officer	Immediate
5. Prepare press release response to media	Marketing Manager	Immediate
6. Briefing to: • Incident Response Team • Wellbeing Team • Course Team	DSP / Faculty Manager	Immediate



7. In consultation with the appropriate Faculty Manager put in place arrangements for informing affected learners and parents (if required)	DSP	Immediate
8. Letter of condolence to be sent from Executive Team	Principal / Vice Principal	Immediately following confirmation
9. DSP to prepare PRUDIC report and attend PRUDIC meeting when convened if the learner is under 18	DSP	Within 48 hours of the death
10. Principal to inform Chair of Governors	Principal	Immediate
11. College flag to be lowered to half mast	Director of Estates	On the day of the funeral
12. DSP to liaise with FLO regarding funeral arrangements, contact/support and wishes of the family	DSP	As appropriate
13. DSP to liaise with Faculty Manager regarding learners/staff attendance at the funeral	DSP / Faculty Manager	As appropriate
14. Ensure all records relating to the learner are archived appropriately and no further correspondence to be sent to the deceased	Registry Manager / Computer Services Manager	Immediate
15. Director of Estates to arrange appropriate transport to the funeral	HEF	As appropriate
16. UCAS to be informed if learner was a UCAS applicant	DSP	Immediate
17. DSP to maintain FLO and family contact as required	DSP	Normally up to six months following the death or as directed by the FLO
18. DSP to undertake a Concise Review	DSP	Following the death and report to Safeguarding Panel
19. College to make appropriate donation and memorial gift	DSP / Executive Director of Finance & Estates	As appropriate after the funeral has taken place and under the direction of the FLO
20. Ensure any belongings such as contents of a locker or work are returned to the learner's family via the FLO	DSP	Under the direction of the FLO

21. Continue to provide bereavement counselling for staff and learners as required	DSP / College Counsellor / External Counselling Services	As required
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APPENDIX 4 - LINKS TO REGIONAL SAFEGUARDING BOARD INFORMATION AND MULTI AGENCY REFERRAL FORMS (MARFS CHILD & ADULT)

Wales Safeguarding Procedures

<https://www.safeguarding.wales/>

Wales Safeguarding Procedures Frequently Asked Questions

<https://socialcare.wales/cms-assets/documents/hub-downloads/Wales-Safeguarding-Procedures-Frequently-asked-questions.pdf>

National safeguarding procedures and protocols

<https://www.cysur.wales/national-protocols-procedures/>

Mid & West Wales Safeguarding Board Safeguarding children & adults (CYSUR) home page

<https://www.cysur.wales/>

Reporting Concerns – Children

<https://www.cysur.wales/contacts-and-useful-links/reporting-concerns-child/>

Reporting Concerns – Adults

<https://www.cysur.wales/contacts-and-useful-links/reporting-concerns-adult/>

Safeguarding Referral Form Documentation

Multi-Agency Reporting Form (MARF) for Children

<https://www.cysur.wales/media/g5hb0go0/eng-cysur-marf-april-2017-1.docx>

Multi-Agency Reporting Form (MARF) for Adults

<https://www.cysur.wales/media/ar5m0ohe/eng-cwmpas-adults-at-risk-marf-new-pilot-sept-2017.docx>

MARF form supporting information

<https://www.cysur.wales/media/qlfnhym/eng-cwmpas-marf-supporting-information-new-pilot-sept-2017.docx>

APPENDIX 5 - MANAGING A SAFEGUARDING ALLEGATION AGAINST A LEARNER IN COLLEGE

When an allegation is made by a learner against another learner which is of a safeguarding nature, it should be reported to a Designated Safeguarding Officer (DSO) as soon as possible.

A factual record must be kept and updated with all actions and outcomes.

If the allegation indicates that a potential crime has taken place, the DSO will refer the case to the police. The incident should not be investigated at this time.

Parents / Carers (if under 18) of both the alleged victim and the learner being complained about should be informed.

An individual risk assessment will be completed at this time to protect all parties involved. This will be written by the Head of Learner Support and Wellbeing in conjunction with the appropriate Head of Curriculum / Assistant Director. It may be appropriate for a fixed period of time to suspend the learner against whom the report has been made in line with the Positive Behaviour Policy and Procedures.

The Police will lead any investigation. However, where police thresholds are not met, the College will then undertake a thorough investigation following the College's policies and procedures.

The College will continually review the risk assessment and adapt accordingly every two weeks or when appropriate.